



Government of the District of Columbia
Office of Tax and Revenue
Real Property Tax Administration

Real Property Assessment Division First Level Appeal Application

Dear Property Owner:

The Real Property Tax Administration (RPTA) strives to assess property at 100% of market value. Market value is defined as the most probable price that a buyer would pay a willing seller on the open market. As the property owner, you are given the opportunity to dispute the assessment of your real property through a formal appeal process. The process involves three levels of appeal, beginning with the First Level-Administrative Appeal. Subsequent steps include appealing before the Board of Real Property Assessments and Appeals and DC Superior Court. You must, however, start at the First Level before proceeding to the next levels of appeal. Please complete the following information in order to file the First Level appeal of your assessment.

You Must File Your Appeal Within 30 Days From The Notice Date

Owner's Name: _____ Square: _____ Suffix: _____ Lot: _____
Property Address: _____ City: _____ State: _____ Zip: _____

Please indicate the basis for your appeal: (Examples of supporting documentation are shown below)

<input type="checkbox"/> Market Value	Attach: <input type="checkbox"/> recent written appraisal, and/or <input type="checkbox"/> recent settlement statement, and/or <input type="checkbox"/> property insurance documents
<input type="checkbox"/> Equalization	Attach a list of property addresses you consider to be comparable to your property.
<input type="checkbox"/> Classification	Indicate current use of the property, and date the use started: <input type="checkbox"/> <u>Residential</u> <input type="checkbox"/> <u>Commercial</u> <input type="checkbox"/> <u>Mixed Use</u> <input type="checkbox"/> <u>Exempt</u> Date: _____ <i>Note: If the appeal is based on Class 3 classification, do NOT use this form, please call (202) 727-4829 to obtain the proper <i>Class 3 Exception Application</i> form.</i>
<input type="checkbox"/> Property Damage or Condition	Attach supporting documents to substantiate claim (cost estimates, damages claims, etc.)

Assessment information about your property and comparable properties may be found on our Internet site located at, <http://www.cfo.dc.gov/otr/>, or you may call (202) 727-4829 for assistance.

☐ **New homeowner**, please provide sale date: _____

Please select how you wish to conduct your First Level appeal:

- ☐ **Option One Written Appeal** **There will be no meeting with the assessor.**
Please submit all documentation to support your position with this application. You will be notified by your assessor regarding the outcome of your appeal, based on his/her review of the information you submit and existing market data.
- ☐ **Option Two Telephone Hearing** **Provide hearing telephone number:** _____
You will be notified of the time and date when your assessor will call you at the above number to conduct the hearing.
- ☐ **Option Three In-Person Hearing**
You will be notified of the time and date to appear for your hearing with your assessor. Requests for hearings outside of our office, and normal business hours may be granted on a case-by-case basis.

Will you be appealing any other properties? ☐ Yes ☐ No, If Yes, please complete an appeal application for each.

Return completed form to:
Office of Tax and Revenue
Real Property Tax Admin. - Appeals Section
P.O. Box 176
Washington, D.C. 20044
Fax: (202) 442-6796

Print Name: _____
Owner/Agent* Signature: _____
Date (mm/dd/yyyy): _____
Daytime Phone: _____
Evening Phone: _____

*If not the owner, a *Letter of Agent Authorization* must be on file.